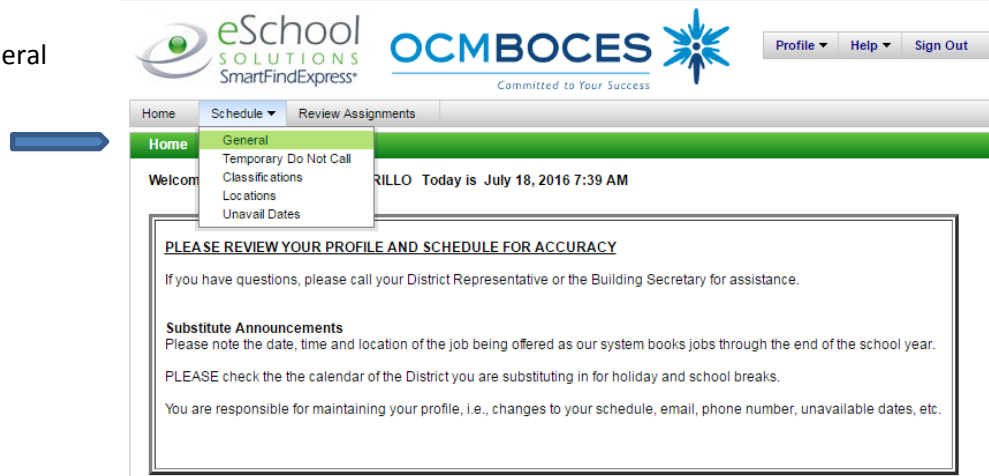


Substitute Schedule

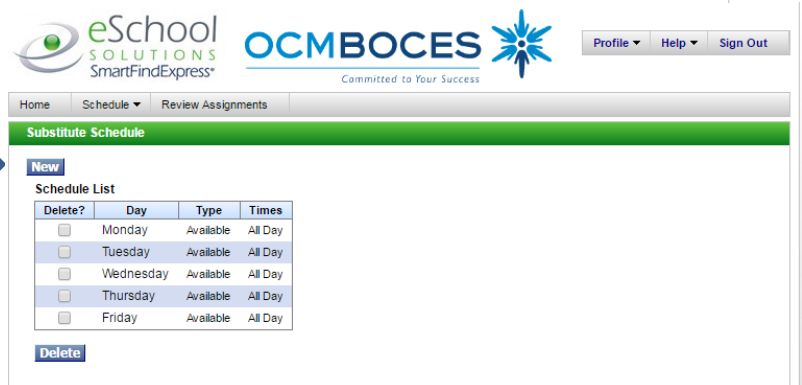
Your schedule is permanent.

To change your schedule (call-out times or days available).

Select Schedule: General

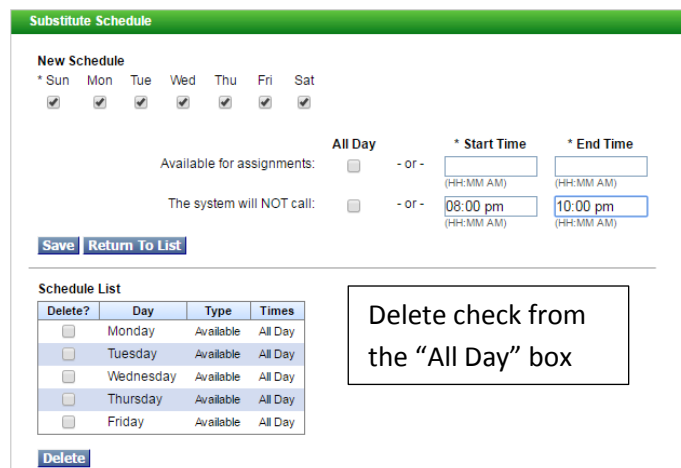


Select New:



Note: This is where you start for any permanent changes to your schedule. For temporary changes see: Unavailable Dates.

CHANGE TIMES the system calls you. (For Example you do not want calls after 8:00 pm)
 Select: Sun and Sat (Note for changing morning call-out you do not have to select Sun and Sat)
 Select: the times you do not want to be called



Select: Save

Your New Schedule (The system will not call between 8:00 p.m. and 10:00 p.m.)

Home Schedule Review Assignments

Substitute Schedule

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day
<input type="checkbox"/>	Sunday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Monday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Tuesday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Wednesday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Thursday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Friday	Do Not Call	08:00 PM - 10:00 PM
<input type="checkbox"/>	Saturday	Do Not Call	08:00 PM - 10:00 PM

Delete

PRE-ARRANGE only, you can stop all system calls by:

Profile Help Sign Out

- Information
- Update Email
- Change Password
- Callback Number

Home Schedule Review Assignments

Profile

Call Back #: 1-315-433-2606

Do Not Call Until: (hh:mm am)

Note Enter a time that is up to 4 hours from now. If a time is not entered, you will be called during regular calling periods.

Block phone calls from SmartFind

Note: you will not receive any calls from SmartFind until the parameter is turned back OFF

Save

ADDING AND DELETING DAYS – ARE DONE THE SAME WAY.

To remove day(s): Check the box in front of the day and select “delete”.

To add day(s): After you select NEW, deselect the days that are currently on your schedule, selecting only the day you want to add. Then Save.